



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
MEETING MINUTES
December 11, 2024

Directors Present via Video Conferencing	District Staff Present via Video Conferencing	Absent
Director Leticia De Lara, MPA Director Evett PerezGil	Chris Christensen, CPA, Chief Executive Officer Eric Taylor, CPA, Chief Administration Officer Donna Craig, Chief Program Officer Alejandro Espinoza, MPH, Chief of Community Engagement Andrea S. Hayles, MBA, Board Relations Officer	Chair/Treasurer Arthur Shorr The board term of former Vice-President Carmina Zavala ended on 11/26/24, with her final committee attendance recorded on 11/12/24.

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Director De Lara called the meeting to order at 5:00 p.m. in the absence of Chair Shorr	
II. Approval of Agenda	Director De Lara asked for a motion to approve the agenda.	Moved and seconded by Director De Lara and Director PerezGil to approve the agenda. Motion passed unanimously.
III. Public Comment	There was no public comment.	
IV. Approval of Minutes 1. F&A Minutes – Meeting November 13, 2024	Director De Lara asked for a motion to approve the November 13, 2024, meeting minutes with a minor adjustment to item 6.1.	Moved and seconded by Director De Lara and Director PerezGil and to approve the November 13, 2024, meeting minutes with the adjustment to item 6.1. Motion passed unanimously.
V. Chief Executive Officer's Report 1. 2025 Committee Appointments	Chris Christensen, CEO, provided an overview of the directors selecting their preferred committees to serve and the appointments made by President Rogers.	



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<p>2. CEO Discretionary Fund Increase of \$50,000 (totaling \$100,000) through the end of the fiscal year ending June 30, 2025</p>	<p>Mr. Christensen discussed the request to increase the CEO Discretionary Fund by \$50k, also noting the sponsorship expenditures, \$42k in sponsorships that will be presented to the Board during the December 17 meeting, and a net decrease to the budgeted net income.</p> <p>The committee discussed the CEO Discretionary Fund policy regarding expenses for business purposes. The committee suggested the policies committee provide additional criteria and clarity for donations from organizations in the policy, including considering creating a budget line item for sponsorships.</p>	<p>Moved and seconded by Director PerezGil and Director De Lara to increase the CEO Discretionary Fund by \$50,000 (totaling \$100,000) through the end of the fiscal year ending June 30, 2025. Motion passed unanimously.</p>
<p>VI. Chief Administration Officer's Report</p> <p>1. LPMP Leasing Update</p>	<p>Eric Taylor, CAO, described the potential for 100% occupancy at the Las Palmas Medical Plaza if the two leases noted in other matters are approved.</p>	
<p>VII. Financial Reports</p> <p>1. District and LPMP Financial Statements 2. Accounts Receivable Aging Summary 3. District - Deposits 4. District - Property tax receipts 5. LPMP – Deposits 6. District – Check Register 7. Credit Card – Detail of Expenditures</p>	<p>Mr. Taylor reviewed the financial reports with the committee, highlighting the increased interest income, investment market fluctuations, and higher property tax revenues. Mr. Taylor also provided an overview of the direct expenses.</p>	<p>Moved and seconded by Director PerezGil and Director De Lara to approve the November 2024 financial reports and forward to the Board for approval. Motion passed unanimously.</p>



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8. LPMP – Check Register 9. CEO Discretionary Fund 10. Retirement Protection Plan Update 11. Grant Payment Schedule	<p>The committee inquired about the lower revenue from the sponsorships of the inaugural Environmental Health Summit.</p> <p>The committee also discussed the profit and loss budget versus actual statement for computer services and legal expenses, which also included a review of the check register.</p>	
VIII. Other Matters		
1. Las Palmas Medical Plaza 5-Year Lease – Desert Physicians Medical Group Health (DPMG Health) – Suite 1W-104	<p>Mr. Taylor described the terms of the 5-year lease, tenant improvement allowance, and the draft lease agreement.</p> <p>The committee inquired and briefly discussed the lease rate for nonprofits and annual increases.</p>	<p>Moved and seconded by Director PerezGil and Director De Lara to approve the Las Palmas Medical Plaza 5-Year Lease – Desert Physicians Medical Group Health (DPMG Health) – Suite 1W-104 and forward to the Board for approval. Motion passed unanimously.</p>
2. Las Palmas Medical Plaza 5-Year Lease – Desert Physicians Medical Group Health (DPMG Health) – Suite 3W-101	<p>Mr. Taylor described the terms of the 5-year lease, tenant improvement allowance, and the draft lease agreement.</p> <p>There were no questions or comments.</p>	<p>Moved and seconded by Director PerezGil and Director De Lara to approve the Las Palmas Medical Plaza 5-Year Lease – Desert Physicians Medical Group Health (DPMG Health) – Suite 3W-101 and forward to the Board for approval. Motion passed unanimously.</p>
IX. Adjournment	<p>Director De Lara adjourned the meeting at 5:27 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</p>

DocuSigned by:

Leticia De Lara

ATTEST: _____

Leticia De Lara, MPA, Director, Board of Directors
 Finance & Administration Committee
 Desert Healthcare District Board of Directors

Minutes respectfully submitted by Andrea S. Hayles, MBA, Board Relations Officer